



## Outplacement Assistance

References: Decision of the Comptroller General, File B-226380 (December 5, 1988); [DoD 1400.25-M, Civilian Personnel Manual, Subchapter 1703, "Retraining and Outplacement Assistance"](#)

DoD Commanders and activity heads are authorized to use appropriated funds to provide outplacement assistance to employees who are adversely affected by BRAC. For this purpose, "outplacement assistance" means helping employees prepare for jobs outside the Department of Defense, including private industry.

Outplacement assistance is normally provided at the installation or activity level through a human resources office (HRO) or transition center, and may include such services as:

- Career transition and remedial training;
- Contractor placement services for which there are no placement fees;
- Administrative support, such as use of computers, copiers and other equipment; and
- Clerical support to prepare job applications and/or resumes.

In addition, installations may provide career counseling, career interest and assessment tools, help in preparing displaced employees when they're job searching (e.g., interview techniques, dressing for success, how to write a resume, etc.), and emotional and financial counseling. Installation HROs and transition centers can provide more information about the services that are available.